

Wachusett Regional School District

AIDE

JOB DESCRIPTION

TITLE:

Community Job Coach

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Bachelors or associates degree, two years of college, or passed state assessment required as to ability to assist in the instruction of math, reading, and writing, preferred.
3. Experience working with school age children
4. Must hold a valid Massachusetts Driver's License and show proof of same

REPORTS TO:

The Building Principal or designee, under the direction of the teacher.

SALARY:

Truck Drivers Local 170, Level III

PERFORMANCE EVALUATION:

The Instructional Aide shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

Truck Drivers Local #170

JOB RESPONSIBILITIES:

The Community Job Coach is to perform simple clerical tasks proficiently, be able to communicate effectively with students and staff, and be able to maintain discipline in all school settings. He/she shall be punctual in all assignments, observe all District policies appropriate to this position, and accept the responsibility of assigned tasks.

In carrying out these responsibilities, the Community Job Coach shall:

1. Work with students in school and at various community job sites;
2. Transport students to and from their job sites, using District vehicle;
3. Work one-on-one with students modeling performance;
4. Break tasks town down into small steps;
5. Consult with community employers regarding job performance of students.;
6. Observe students regarding job task performance;
7. Step in and remodel task if students are having difficulty;
8. Report progress and/or problems to teacher/administrator; and
9. Any such other related duties as may be assigned by the building principal or designee.

Developed 09/17/03

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 09/17/03